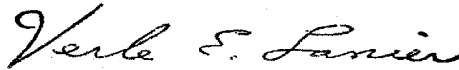


**For:** All FSA Offices and FAS National Office Employees

**Officially Decreasing Credit Limit and  
Activating/Deactivating Government Travel Charge Cards**

**Approved by:** Acting Deputy Administrator, Management



## 1 Overview

### A Background

USDA initiated a project to have each agency review the Federal travel charge card program to strengthen the agency's internal control. As part of the review, USDA obtained usage statistics from the Bank of America for all agencies and recommended deactivating cardholders that have traveled 4 or less times a year and establishing a credit limit of \$8,000. Individuals with a high volume of foreign travel who may need a higher limit or Foreign Service Officers with a longer reimbursement cycle, because of their reliance on the State Department travel reimbursement system, will be given a credit limit of \$15,000.

Agency Program Coordinators (APC's) submitted Excel spreadsheets for designating which cardholders are to be deactivated or remain activated. Members of emergency response teams or of similar positions, managers, and all supervisors should remain activated regardless of the 4-times-a-year criteria.

### B Purpose

This notice:

- provides an effective date for deactivation and revising the default credit limit to \$8,000 or \$15,000, as appropriate
- provides instructions on the credit card limits and the activation/deactivation of cards
- obsoletes Notice FI-2583.

Disposal Date	Distribution
July 1, 2004	All FSA Offices; State Offices relay to County Offices; and FAS National Offices

## Notice FI-2596

### 1 Overview (Continued)

#### C Effective Date

Effective April 14, 2003, Office of the Chief Financial Officer submitted Excel spreadsheets of cardholders to Bank of America for FSA and FAS. Designated cardholders will be deactivated and all cardholders' credit limits will be reduced to the appropriate level.

### 2 Instructions and Assistance

#### A FSA and FAS Instructions

APC's and responsible officials shall take the following action **after** April 14, 2003.

Step	Action
1	<p>Reactivate a Government travel charge card if the cardholder submits an application 3 to 7 days before the travel dates. The application should include:</p> <ul style="list-style-type: none"><li>• traveler's name</li><li>• current charge card number</li><li>• that the purpose is to reactivate the charge card</li><li>• beginning and ending dates of travel (may be 1 or more trips combined)</li><li>• traveler's approving official's signature.</li></ul> <p>The reactivation process may take up to 3 days. FSA employees shall submit an application to their APC. FAS employees shall submit an application to their responsible official for reactivation.</p>
2	<p>Once an approved application has been received for reactivation, the cardholder's information should be entered into the EAGLS system. Under "Account Information" is a column for "Activation and Deactivation." Enter the beginning travel date under the "Activation" column and enter a date 3 days past the ending travel date listed on the cardholder's application under the "Deactivation" column (to cover unforeseen circumstances). This process will allow the cardholder to be activated and deactivated automatically.</p>
3	<p>Increase the credit limit of a cardholder after receiving a written justification, approved by the traveler's approving official. Authorization for an increase is made on a case-by-case basis. FSA employees shall submit an approved written justification to their APC, and FAS employees shall submit an approved written justification to their responsible official 3 to 7 days before the travel dates.</p>
4	<p>After an increase in credit limit has been established for a particular trip and the employee has returned from temporary travel duties, the credit limit should be decreased to the default amount of \$8,000 or \$15,000, as appropriate, into the EAGLS system, unless the increase is needed for another assignment taking place within a 2-week period.</p>
5	<p>Submit a copy of all requests to increase credit limits, signed by the approving official, to FMD, Accounting and Travel Policy Section (ATPS).</p>

**2 Instructions and Assistance (Continued)**

**A FSA and FAS Instructions (Continued)**

An increase should not be required for relocation since the employee is expected to file travel vouchers in a timely manner for reimbursement. The cardholder will be authorized to receive a travel advance for relocation to cover expenses that cannot be charged to the Government travel charge card. However, if charge card privileges are lost because of delinquency or use for non-official business, a travel advance will **not** be authorized.

**B Contact**

Direct questions about this notice to FMD, ATPS at 703-305-1408.